

IMPORTING AND EXPORTING

# SHIPPING TO THE U.S. COMPLETING A CUSTOMS INVOICE

Learn the different parts of a customs invoice and how to complete it.

# Shipping to the U.S. How to complete a customs invoice

LOW RES IMAGE

FOR CUSTOMS CLEARANCE BY		<b>INVOICE / FACTURE</b>		SERVICING PORTS: <input type="checkbox"/> BUFFALO / NIAGARA FALLS <input type="checkbox"/> DETROIT <input type="checkbox"/> PORT HURON <input type="checkbox"/> CHAMPLAIN <input type="checkbox"/> BLAINE <b>CUSTOMER SERVICE CENTER: 1-800-437-4324</b>	
<b>LIVINGSTON</b> EXPORTER, SELLER EXPORTATEUR, VENDEUR <b>1</b>		PRODUCER OF GOODS (IF DIFFERENT THAN EXPORTER) FABRICANT DES MARCHANDISES (SI AUTRE QUE L'EXPORTATEUR) <b>2</b>			
SHIPPED TO EXPEDIE A <b>3</b>		BUYER (IF DIFFERENT THAN CONSIGNEE) ACHETEUR (SI AUTRE QUE LE DESTINATAIRE) <b>4</b>			
IRS NUMBER PARTIES TO TRANSACTION ARE RELATED OR NOT LES TRANSACTIONS SONT RELIEES OU NON ASSOCIEES <b>5</b>		COUNTRY OF FINAL DESTINATION (OTHER THAN U.S.A.) PAYS DE DESTINATION (SI AUTRE QUE LES E.U.) <b>6</b>		INVOICE DATE DATE DE LA FACTURE <b>8</b>	DATE OF SALE DATE DE LA VENTE <b>9</b>
U.S. DUTY / BROKERAGE FEE ACCOUNT ID DROITS DE DOUANES / COURAGE L. U. POUR LE COMPTE DE EXPORTER / EXPORTATEUR SHIP TO CONSIGNEE / EXPEDIER AU DESTINATAIRE OTHER (SPECIFY) / AUTRE <b>7</b>		DISCOUNTS ESCOMPTES <b>10</b>		CURRENCY OF SALE / VENTE EN DEVISES US    CANADIAN / CANADIENNES    OTHER / AUTRES <b>11</b>	
MARKS AND NUMBERS MARQUES ET NUMEROS <b>12</b>		NUMBER AND KIND OF PACKAGES NOMBRE ET CATEGORIE DE COLIS <b>13</b>	SHIPPING WEIGHT POIDS A L'EXPORTATION <b>14</b>	FREIGHT AMOUNT INCLUDED MONTANT DU FREI COMPRENS <b>15</b>	FREIGHT AMOUNT TO BORDER MONTANT DU FREI A LA FRONTIERE <b>16</b>
COUNTRY ORIGIN OF GOODS PAYS D'ORIGINE DES MARCHANDISES <b>17</b>		DESCRIPTION OF GOODS DESCRIPTION DES MARCHANDISES 10 digit H.S. Number <b>18</b>		INVOICE UNIT QTY QTE UNITAIRE <b>19</b>	INVOICE UNIT PRICE PRIX UNITAIRE <b>20</b>
INVOICE TOTAL TOTAL DE LA FACTURE <b>21</b>		<b>LIVINGSTON</b>			
ABOVE PRICES INCLUDE / LES PRIX CI-DESSUS COMPRENNENT: <input type="checkbox"/> DUTY / DROITS <input type="checkbox"/> BROKERAGE / COURAGE <input type="checkbox"/> FREIGHT / TRANSPORT					
<b>DECLARATION BY FOREIGN SHIPPER (To be completed only when the goods described above are of U.S. origin and their value exceeds \$2000.00)</b> I, _____ declare that the articles herein specified are to the best of my knowledge and belief, the growth, produce or manufacture of the United States; That they were exported from the United States from the port of _____ on or about _____ that they are returned without having been advanced in value or improved in condition by any process of manufacture or other means. SHIPPER <b>22</b> SIGNATURE      DATE					
PREPARED BY (IF OTHER THAN EXPORTER) PREPAREUR (SI AUTRE QUE L'EXPORTATEUR) <b>23</b>		NAME OF RESPONSIBLE EMPLOYEE OF EXPORTER NOM DE L'EMPLOIE RESPONSABLE CHEZ L'EXPORTATEUR <b>24</b>			

## Completion guidelines for combination invoice-declaration by foreign shipper

**1 Have you indicated the full legal name, address and country of the seller?**

**2 Is the Export/Seller also the manufacturer of the goods?**

If "NO", the full and legal name, address, and country of the manufacturer of the goods may be required.

**3 Have you indicated the full legal name, address and IRS number of the consignee?**

This is the ship to location. If this party is also the buyer of the goods, their IRS number must be included.

**4 Are the goods being purchased by a party other than the consignee?**

If "YES", provide the full and legal name, address and IRS number of the buyer. The IRS number is a mandatory requirement for this field if the buyer is located in the U.S.

**5 Has the Seller and the Buyer relationship been noted as "RELATED" or "NOT RELATED"?**

**6 Is the final destination a country other than the U.S.A.?**

If "YES", please indicate country of final destination.

**7 Have you indicated the party who is responsible for the duty and brokerage fees?**

Mark the appropriate box to ensure proper billing.

**8 Do you know your invoice date?**

If "YES", include the corresponding commercial invoice number and date.

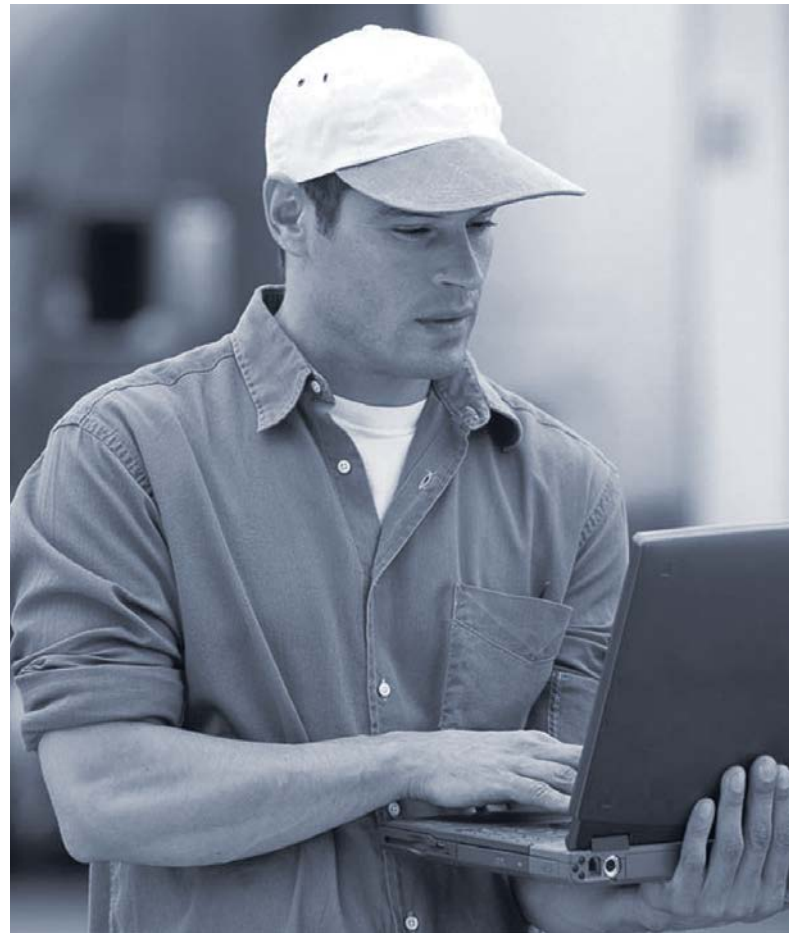
**9 Have you shown the date of sale?**

**10 Have you allowed any discounts; volume, cash, trade, etc.?**

If "YES", indicate the percentage and type of discounts.

**11 Has the currency of purchase/sale been indicated?**

This is required information.



**12 Have you noted number and kind of packages?**

**13 Have you recorded the gross shipping weight accurately?**

This weight may be indicated in kilograms or pounds.

**14 Have you shown the total freight amount that was included in the price?**

Do not include the amounts that will be billed separately to the Buyer.

**15 Did you provide the estimated cost of Canadian inland freight?**

This is the freight cost to the U.S. border.

**16 Have you indicated the country of origin for each item?**

Show the country where the goods were grown, produced, or last subjected to a substantial process of manufacture. If the country of origin is Canada, the Canadian province where the goods were grown, produced or last subjected to a substantial process of manufacture must also be shown.



**17 Have you provided a detailed description of each item?**

This information is most important. Please include such details as the function of the item, the materials or which it is made, the grade or quality etc.

**18 Have you indicated the quantity in weights and measures for each item?**

**19 Did you show the unit purchase price of each item?**

If the goods were not sold, show the purchase price for which they would be sold.

**20 Have you indicated the total price of each item and have you shown the total invoice price?**

Please list the total price in the currency of purchase/sale.

**21 Do you require additional space to fully describe the goods?**

This area can be used to list additional information so that U.S. Customs can assess the proper value and classification of the goods. When appropriate include notations such as

“price includes U.S. components valued at \$\_\_\_\_.” All rebates, drawbacks, fees, commissions, royalties and any goods or services provided by the Buyer must be shown.

**22 Are the goods produced/ manufactured in the U.S.A.?**

If “YES”, complete and sign this declaration if the goods exceed \$2,000 USD in value and have not been advanced in value or improved in condition while they were outside the U.S.A.

**23 Has this form been completed by someone other than the Seller or Exporter?**

If “YES”, provide the name and title of preparer of this invoice.

**24 Has the invoice been signed?**

Properly prepared invoices will show true origin, quantities, prices and values of goods shipped. The invoice must be signed by a person who has knowledge, or who can readily obtain knowledge, of this transaction.

## Completion guidelines for NAFTA Certificate of Origin

**1 Have you indicated the full legal name, address (including country) and federal tax identification number of the exporter?**

**2 Does the certificate cover multiple shipments of identical goods as described in field 5?**

If "YES", specify the period up to one year "FROM," "TO."

Goods must be identical in all respects, including the basis of how they meet the NAFTA Rules of Origin.

**3 Have you indicated the full legal name, address (including country) and federal tax identification number of the producer?**

If you would prefer this information to remain confidential, it is acceptable to state, "Available to Customs upon request." If the producer is not known, it is acceptable to state "UNKNOWN."

**4 Have you indicated the full legal name, address (including country) and federal tax identification number of the importer?**

It is acceptable to state "UNKNOWN" if the importer is not known or "VARIOUS" if multiple importers will be utilizing the certificate.

**5 Have you provided a complete description of each item?**

The description should be sufficiently detailed to relate the item to the invoice description and to the HS classification number. For single shipments, include the corresponding invoice number and/or order number.

**6 Have you indicated the HS classification number (to the 6th digit) for each item listed in field 5?**

Note: Certain goods are subject to specific rules of origin in Annex 401 that require identification to eight digits, using the HS classification of the country to which the goods are being exported.

**7 Have you selected one of the criteria A through F, as appropriate, for each item described in field 5?**

More detailed instructions regarding the various Preference Criteria are included on the reverse of this pamphlet.

**8 Are you the producer of the goods?**

State "YES" or "NO." If you are not the producer, indicate "NO" followed by 1, 2, or 3, depending on the basis of your knowledge about origin of the goods—see reverse for more information.

**9 Have you used "regional value content" to calculate the net cost of the goods?**

If "YES", indicate "NC," otherwise indicate "NO"—see reverse for more information.

**10 For each good described in field 5, have you indicated the country of origin?**

If the origin is Mexico, indicate "MX." If the origin is the United States, indicate "US." If the origin is Canada, indicate "CA." If there is more than one NAFTA country of origin, indicate "JNT."

**11 Have you ensured that the form has been signed and dated and that all information has been completed by a knowledgeable individual?**

This is the person that Customs may call if they require further proof that the goods qualify under NAFTA.

Livingston is pleased to be your U.S. Customs Broker. Please follow these general guidelines for completing your Pro Forma commercial invoice and/or NAFTA Certificate of Origin.

If you have questions regarding any section of these forms, please call our U.S. Customer Service Center at 1-800-437-4324. For assistance in French, call 1-800-361-3097.

### Contact Livingston

**Have questions or need help with your shipments?** Contact your account executive, write to us at: [simplify@livingstonintl.com](mailto:simplify@livingstonintl.com) or give us a call at **1-800-837-1063**

